

**Dan Cosgrove Animal Shelter
Town of Branford, Connecticut
749 East Main Street Branford, CT 06405
203-315-4125
animalshelter@branford-ct.gov**

Volunteer Application

Thank You For Choosing to Volunteer With Us!

Name _____ Date _____

Phone _____ Cell/Work _____

Email Address _____ Age _____ Birthdate _____

<AN ADULT MUST ACCOMPANY Volunteers under the age of 16>

References:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

EMERGENCY CONTACTS:

Name _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone _____

Hospital Preference _____

Do you have any allergies or other ailments we should be aware of? Y or N
Please Explain if answered Yes

Understanding Our Volunteers

Do you have any pets or have you in the past? _____

Have you volunteered anywhere before/if so where? _____

What areas of volunteering interest you?

Walking Dogs Cleaning Socializing with cats Bathing Dogs Fundraising

Other _____

What do you hope to gain from volunteering? _____

Do you have any special skills or job training that would be useful as a volunteer? Some examples: Computer Training, Painting, Animal Behaviorist etc _____

Have you ever been convicted of a crime/felony? Y or N

Explain _____

VOLUNTEER RESPONSIBILITIES

We truly value you as a Volunteer and we depend on you to make our Shelter Successful! Just as in any normal operating business, we need scheduling, evaluating and consistent training and updating for our volunteers. Some of our Volunteers responsibilities include:

Scheduling Yourself in Advance-That way we can count on your help!

(Please note we reserve the right to determine volunteer hours and shelter needs)

Calling if you can't come in- So we can schedule another volunteer in your place!

Wearing your uniform-We will provide you with our Volunteer T Shirt and you should wear black or khaki pants/shorts and sneakers.

(Short Shorts/Skorts/Ripped/ Graffiti pants/Jeans are not acceptable)

Code of Conduct: We are in a Public Town Facility. We expect that you will act in a responsible manner, treat everyone equally & fairly, work as a team, communicate successfully and always feel free to ask questions or provide feedback. We reserve the right to terminate your Volunteer Privileges should you not conduct yourself in a reasonable manner.

Volunteer Signature _____ Date _____

Guardian Signature _____ Date _____

Director/Supervisor Signature _____ Date _____

CODE OF CONDUCT AND VOLUNTEER RESPONSIBILITIES INCLUDE:

This POLICY IS being accepted as of JULY 1, 2009

You are a valued member of our team and a great asset to the town, **BUT please keep in mind you are representing the Town and the Director as well as the staff while you are assisting us at the facility.** At times, it becomes difficult to separate yourself from animals and situations that are beyond your control. Please speak to the Director should you have any concerns.

Please note that the staff and the Director are employed by the Town and ultimately have final say over animal care, decisions and concerns. And while we may value your input, you do not have the ability to make any decisions as a Coordinator or a volunteer as to what ultimately suits the animals, the shelter and the public. Please also note, that while you are in this building your actions reflect on the Town, The Director and the Staff. It is a privilege to volunteer here, not a right. Please keep that in mind and act accordingly.

It is completely unacceptable as a Volunteer or a Coordinator to voice your concerns in front of the public or at the public at any time. Should you want to speak with the Director or a staff member, please ask to do so privately. Please also note that you may need to set up an appointment, as we may not have the availability at that exact moment. If the concern is with a guest, you must speak to the supervisor on site and they will resolve the issue. Also note, that screaming, speaking condescendingly, slamming doors, or ignoring the Directors instructions, will ultimately lead to termination of your volunteer rights.

Cell phone use is **not** permitted in the building. Please utilize personal phone calls outside of the shelter.

Volunteer Coordinators have very specific duties of Overseeing Volunteers, Coordinating Orientation, and Promoting Fundraising efforts. If you are not capable of completing these tasks, you will be utilized as a Volunteer, but not as a Coordinator. Please note Volunteer Coordinators work very closely with staff and with doing so have the ability to delegate on our behalf. Should you have any questions please contact the Director.

Volunteers that are gaining hours for school, church or other organization must work 2 weekends a month at 3 hours per shift. You can choose either Saturday or Sunday but it must be a 3 hour shift. For example: Sat May 18-(8-11) Sun May 19 (OFF) Sat May 25 (OFF) Sun May 26 (12-3)

The only exception to this rule is required by a Sick note, Employers note or other accepted only by the Director.

Volunteers doing this on your own personal time must complete 4 hours of service a month. That equals 2 hour shifts twice a month. You will find an example of what that means below. This is a minimum standard not a maximum. Please do not hesitate to add more hours if it suits your schedule!

Volunteers doing this on their personal time are required to complete a set schedule. Unfortunately we are no longer able to accommodate “walk ins”. It is ineffective for the staff and creates confusion.

A set schedule example is below: Monday OFF Tuesday OFF Wednesday 3-5 Thursday OFF Friday OFF Saturday OFF Sunday 12-2. We will need your availability a MONTH at a TIME, as we create schedules to accommodate MANY Volunteers and need to run the SHELTER as Effective as Possible.

We will issue you a schedule that you can write down your availability for each month and keep in our NEW Volunteer Book. You will be responsible for updating it each month. If you are sick or unable to complete your 4 hours per month we will review it on a case by case basis. We need full understanding of our new policy and compliance from both seasoned volunteers and new volunteers.

Summer volunteers are expected to follow the new policy as a regular Volunteer would ,but only limited to summer time availability.

We understand how difficult change is, however we have to do what is in the best interest for The Animals, Staff and Shelter!

We truly appreciate your continued support of our Shelter, our animals and our staff. We hope to continue our success with you!

PLEASE SIGN HERE THAT YOU FULLY UNDERSTAND, RECOGNIZE AND ACCEPT THE RESPONSIBILITIES OF OUR VOLUNTEERING SYSTEM:

Signature _____ Date _____